



Completeness Review For Letters of Certification

Applications submitted prior to June 4, 2001 will be subject to Plat Approval Completeness Review.
Applications submitted on June 4, 2001 and thereafter will be subject to the entire process.

FOR OFFICE USE ONLY		
Date Application Submitted:	Date Application Inventoried:	Date Applicant Notified:
Reviewer Signature:	Certifying Agency: (circle) SAWS CPS PLAN Parks DEV	complete incomplete

Plat I.D. # _____

Plat name:_____

Project Engineers / Surveyors or Firms Name: _____

Contact: _____

Address: _____

Phone #: _____ Fax #: _____ E: Mail _____

Major
Minor
Amending

Note: The applicant is required to submit all required items to each respective agency.

Please Note that all packages determined incomplete will be destroyed if not picked up within five (5) days of notice. In addition, upon determination of completeness, respective certifying agencies MUST report status to Development Services and the applicant.

<p>Completeness Inventory for requests for Letter of Certification (LOC)</p> <p>The subject application has been inventoried and the following items purporting to be the requisite information or items required for LOC technical review were submitted: (Amending, Development Plats, Major, Minor or Replat)</p> <p>THESE ITEMS HAVE NOT BEEN REVIEWED FOR VERACITY OR TECHNICAL ACCURACY.</p>
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* This column is for applicant’s use <input type="checkbox"/> item enclosed N/A Not Applicable	*Items attached	Staff Inven- tory	Items Missing	Comments (FOR OFFICIAL USE ONLY)
Development Services:				
Subdivisions:				
4 copies of plat proposal				
Environmental (Trees):				
Completed & signed Streetscape Tree Form (attached to the Tree Affidavit/Permit application) with tree planting specifications if applicable				
1 copy of plat proposal				
Tree Preservation Plan				
Completed & signed Tree Affidavit/Permit by Applicant & check for fees				
Engineering:				
4 copies of plat proposal				
2 copies of utility layout				
2 copies of street & drainage cost estimate				
3 sets of plan and profiles (streets, alley, walks, drainage)				
3 copies of TIA w/threshold work sheet				
2 copies of drainage study w/calculations & Certification Letter				
1 copy of Storm Water Participation Form (if required)				
1 copy digital file				
TxDot review				
Storm Water Engineering Is the property in or abutting a Special Flood Hazard Area designated on the current Flood Insurance Rate Maps. Yes, or No. If yes, please attach two copies of the plat & include applicable stormwater package. Pages B-22, B-38, B-39, B-40 & B-41				
Parks & Recreation:				
1 copy of plat proposal				
1 copy of HOA bylaws (if applicable)				
1 letter requesting credit for improvements (if applicable)				
Planning:				
4 copies of plat proposal with Request for Certification Form Attached (Major Thor., Neighborhoods, Master Plan, Master Dev.				

Plan and Historic Preservation)			
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* This column is for applicant’s use <input type="checkbox"/> item enclosed N/A Not Applicable	*Items attached	Staff Inven- tory	Items Missing	Comments (FOR OFFICIAL USE ONLY)
San Antonio Water Systems – Sewer/Water (All plats & plans must be folded):				
4 copies of plat proposal (No preliminary plats will be accepted. X & Y coordinates required on all plans				
1 SAWS Application for Sewer / Water Service				
1 Water Well Letter (Signed & Sealed)				
1 copy Water purveyor letter (if applicable)				
1 copy Septic Letter (if applicable)				
1 Sewer Availability (if applicable)				
1 copy local Sewer Authority (If applicable)				
1 copy PUD letter (if applicable)				
1 copy No Flow letter (if applicable)				
1 copy Private Sewer System Letter(if applicable)				
1 copy Land use letter (if applicable)				
1 copy EDU calculations (If Applicable)				
1 copy Approval SAWS Aquifer Protection (if applicable)				
SAWS Plan Submittals for Plats requiring on-site/off-site development: (Sewer & Water)				
2 copies of sewer plans with 2 copy of cost estimates & 1 copy of utility layout & 1 copy of plat				
1 copy of WPAP & SCS for projects over Aquifer required for plan approval				
2 copies Water Plans with 2 copies Cost Estimates & 1 copy of Utility Layout & 1 copy of plat				
Specifications for Plans only if requested				
Amending/Vacating Declaration/Development Plats:				
2 copies of plat proposal				
SAWS Aquifer protection Approval(if over Recharge Zone) Submit all information directly to SAWS Aquifer Protection (if applicable)				
City Public Service:				
1 transmittal letter				
2 copies of plat proposal with new street names and preliminary request				
3 copies of utility layout				
Requests for Reviews:				
Southwestern Bell:				
2 copies of plat proposal with preliminary request				
Finance/Treasury: (formally City Tax Office)				
2 copies of plat proposal				
Time Warner Cable System:				
2 copies of plat proposal				
2 copies of utility layout				
Bexar, Comal, Guadalupe, Kendall, Medina, Wilson County (if applicable)				
one (1) copy of plat proposal				
SADA-SARA-Asset Mgmt.-Bexar Metropolitan Water District (if applicable)				
1 copy of plat proposal				
Aviation (if applicable)				
1 copy of plat proposal				
Other (if applicable)				
Subdivision Plat Variances (if applicable)				
Letter specifying the section for which a variance is requesting and stating the grounds for the request along with all supportive facts upon which he/she believes a variance is warranted.				
The appropriate filing fee.				